

OPEN – SPOT – PASO ROBLES, DALY CITY & MERCED

QG50/6760 (3FA12)

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated below. This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.
HOW TO APPLY	Applications (Form 678) will only be ACCEPTED IN PERSON from the applicant on Friday, March 7, 2003 between the hours of 8:00 a.m. to 5:00 p.m. at the fairs listed below: <div><div><div>California Mid-State Fair</div><div>2198 Riverside Avenue</div><div>Paso Robles, CA 93447</div></div><div><div>Grand National Rodeo Horse & Stock Show</div><div>2600 Geneva Avenue</div><div>Daly City, CA 94014</div></div><div><div>Merced County Fair</div><div>900 Martin Luther King Jr. Way</div><div>Merced, CA 95340</div></div></div>
APPLICATION DEADLINE	<div>APPLICATIONS WILL NOT BE ACCEPTED BY MAIL, FACSIMILE, MESSENGER, INTER-OFFICE MAIL OR EXPRESS DELIVERY FOR ANY REASON.</div> <div>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR ANY OTHER LOCATION.</div> <div>Applications must submitted IN PERSON on the file-in-person date, March 7, 2003.</div>
TEST DATE	It is anticipated that the examination will be sometime in April or May 2003.
TESTING METHOD	The testing method used may be one or a combination of the following: ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE, SUPPLEMENTAL APPLICATION.
TESTING INFORMATION	<div>The Testing Method chosen will have a total weight of 100 percent. In order to obtain a position on the employment list, a minimum rating of 70 percent must be attained. If more than one testing method is used, a minimum rating of 70% must be attained in each phase of the examination.</div> <div>If utilizing an Oral Examination method, a number of predetermined job-related questions will be asked. Competitors who do not appear for the Oral Examination will be disqualified. If a Testing Method requires a candidate to appear in person, they must bring either a photo identification card or two forms of signed identification to each phase of the examination. If utilizing an Education and Experience method, an evaluation of the candidate’s experience and education will be compared to standard rating criteria developed from the State of CA Classification Specification. For this reason, it is especially important to take special care in accurately and completely filling out his or her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application.</div>
SPECIAL TESTING ARRANGEMENTS	If you need special arrangements for a written, a performance, or an oral test, be sure to say so on every application you file. Mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear at a test, call the Department of Food and Agriculture Exam Unit at (916) 654-0422.
REQUIRED IDENTIFICATION	NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination
SALARY RANGE	\$2844 - \$3119
ELIGIBLE LIST INFORMATION	A Departmental “Open” list will be established for each fair listed on the front of this examination bulletin. The eligible list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<div>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "Or" II, "Or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to the examination as meeting 100 percent of the overall experience requirement.</div> <div>NOTE: All applications/resumes must include “to” and “from” dates (month/day/year); time base; and civil service class titles.</div>

MINIMUM QUALIFICATIONS	<div><div><div>Either I</div><div>Six months' experience in the California state service performing the duties of a Fairground Attendant, District Fairs.</div></div><div><div>Or II</div><div>One year of experience in the California state service performing the duties of a Service Assistant (Maintenance) or one year experience as a Corpsmember with the California Conservation Corps performing maintenance related duties.</div></div><div><div>Or III</div><div>One year of experience in construction, building repair, or mechanical trades work.</div></div></div>
POSITION DESCRIPTION	<div>This is the entry and journey level. Incumbents perform a variety of building and grounds maintenance tasks and may lead a crew of unskilled workers. Maintenance work performed includes the following: painting; carpentry; plumbing; electrical work; landscaping; mechanical and equipment repairs; operating equipment such as tractors, dump trucks, blowers, sweepers, loaders, fork lifts; janitorial functions; ordering and record keeping of supplies; installing blacktop and grade; cement work, brick work; setting up and/or installing temporary structures or events; roofing; digging irrigation ditches; preventing entry of unauthorized persons, and in the largest fairs, maintaining the race track.</div>
SCOPE OF EXAM	<div><div>A. Knowledge of:</div><div><div>1.</div><div>Common methods, practices, materials, and equipment used in construction, general maintenance, and repair work of buildings including electrical, carpentry, mechanical, plumbing, painting, welding, machine repair, landscaping, and grounds maintenance.</div></div></div>
AND	
SCOPE OF ON-THE-JOB KNOWLEDGE AND ABILITIES	<div><div>B. Ability to:</div><div><div>1.</div><div>Communicate effectively at a level required for successful job performance;</div></div><div><div>2.</div><div>Maintain cooperative relations with general public and co-workers;</div></div><div><div>3.</div><div>Demonstrate mechanical aptitude;</div></div><div><div>4.</div><div>Operate a variety of tools and equipment;</div></div><div><div>5.</div><div>Lead a crew of fair workers.</div></div></div>
SPECIAL PERSONAL CHARACTERISTICS	<div>Willingness to work irregular hours or odd shifts on occasion.</div>
ADDITIONAL DESIRABLE QUALIFICATIONS	<div>Equivalent to completion of the twelfth grade.</div> <div>Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment.</div>
VETERANS PREFERENCE	<div>Additional experience in grounds maintenance work.</div> <div>Veterans preference credits will be granted in this examination. Veterans preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to change in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans credits.</div>
CAREER CREDITS	<div>Career Credits do not apply in this examination.</div>
QUESTIONS?	<div>If you have any questions regarding this announcement, please contact the California Department of Food and Agriculture, Examination Unit, 1220 N Street, Sacramento, CA 95814, (916) 654-0422.</div>

GENERAL INFORMATION
The California Department of Food and Agriculture and the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Americans with Disabilities Act, Title II: The California Department of Food and Agriculture (CDFA) is committed to a strong policy of equal employment opportunity. To this end, CDFA does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDFA on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request. Candidates must be able to perform the essential functions of the position with or without reasonable accommodations.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required. All job offers are subject to an approval process.

If you meet the requirements stated you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

It is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit three (3) days prior to the written test date if s/he has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 654-0422 three (3) weeks after the final filing date if s/he has not received a progress notice.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥open. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel may consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress s/he has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from State Personnel Board office or written test proctors.

High School Equivalence: Equivalence to completion of the twelfth (12th) grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:

FROM TDD PHONES:1-800-735-2929

FROM VOICE PHONES:1-800-735-2922